

16 July 1962

MEMORANDUM FOR: [REDACTED]

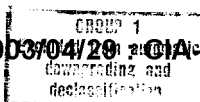
SUBJECT : Manpower Task Force

1. In connection with the recently established Manpower Task Force, of which you are the Chairman, [REDACTED] has relayed to me your request for (a) the names of three DD/S people, preferably with prior IG or I&R Staff experience, who can serve as members of the Task Force staff and (b) my suggestions as to what DD/S offices might most appropriately be examined by the Task Force.

2. I understand that the names of [REDACTED] have been mentioned as good candidates for the staff. They both can be made available. Since [REDACTED] is to be chief of the staff, I would hope that these three from the DD/S area, plus [REDACTED] of course, would constitute a fair DD/S contribution.

3. The workload in the support area has for several years grown very substantially without a corresponding increase in personnel. I wish it were possible for the Task Force to examine the manpower situation in all of the support offices. I would certainly be most grateful for any suggestions as to how we might do our work with fewer people or as to services rendered which might be eliminated or curtailed. If it is not possible to examine all offices, I would prefer to leave to your judgment the selection of those to be looked into. I list below, in the order in which I believe their manpower needs are least understood, some comments about each support office and staff which may be helpful:

a. Office of Logistics - Large; [REDACTED] people on duty as of 30 June 1962; many personnel engaged in such services as chauffeurs, telephone operators, couriers, laborers, etc.; number of people engaged in these services as opposed to professional Logistics officers not generally appreciated. Director of Logistics feels that he needs an increase in personnel in order to carry on present level of service.

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25X1 b. Office of Personnel - [] people on duty as of 30 June 1962; a high ratio of personnel officers here and elsewhere in the Agency in comparison to the rest of Government. Questions continue to be raised by responsible officials as to why we need so many personnel officers. Such services as the Credit Union, insurance program, Central Processing, etc., are not generally appreciated by Agency management. Individual personnel are carrying a heavy workload; and the Director of Personnel feels that, in order to render satisfactory service, he must have an increase.

25X1 c. Office of Security - [] people on duty as of 30 June 1962; strongest admonitions from Agency management that we must not scrimp in order to have the best possible security. However, this office is spread thin with the present authorization to do its job, and some increase appears essential in order to carry out new functions approved by the Director. This office is often criticized for having too many people and at the same time for not completing investigations with greater speed.

25X1 d. Office of Training - [] people on duty as of 30 June 1962. Training can, of course, be tailored to the instructors and supporting personnel available to carry on. Requirements levied, however, continue to increase and the number of personnel needed []

25X1 e. Office of Communications - [] people on duty as of 30 June 1962; our largest and most expensive office; also recognized, however, as being one of the best managed offices in the Agency. Agency management has an unsatiable appetite for more communications and is generally willing to see that Communications has what it needs to do the job. A large part of the activities carried on by Communications are not difficult to measure; and, if this office should be chosen for examination, I do not think it would take an extensive amount of time, despite its size, dispersion, and complexity.

25X1 f. Medical Staff - [] people on duty as of 30 June 1962; small, efficient, growing workload; if chosen, would take very little time to examine.

g. Automatic Data Processing Staff - ☐ people on duty as of 30 June 1962; small, just getting airborne; probably not worth devoting much time to at this point.

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/s/
L. K. White
Deputy Director
(Support)

DD/S:LKW:sbo

Distribution:

O & 1 - Addressee

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